

**PRO Group**  
**Professional Referral Organization**  
**New Member Orientation Verification**

Name of Member: \_\_\_\_\_ Date: \_\_\_\_\_

Primary Business: \_\_\_\_\_

Name of Leadership or Committee Member: \_\_\_\_\_ has clearly explained the following policies and procedures:

- Code of Ethics**
  1. I will provide the quality of services at the prices I have quoted
  2. I will be truthful with the members and their referrals
  3. I will build goodwill and trust among members and their referrals
  4. I will live up to the ethical standards of my profession
  5. I will take responsibility for following up on the referrals I receive
- Attendance**
  - You will attend meetings every Wednesday excluding days where PRO Group takes time off for holidays
  - You are responsible for getting a substitute in the event that you cannot make the meeting.
  - It is not the responsibility of the Membership Committee or leadership to get a substitute for you
  - You will receive written notice regarding your attendance if you miss four consecutive meetings with no notice, substitute or leave of absence
  - Membership may be revoked if you miss eight meetings within any twelve month period with no notice or substitute excluding leave of absence.
- Leave of Absence**
  - You must obtain leave of absence from the Membership Committee
  - While on leave, you will continue to pay for your annual membership and weekly breakfast dues
  - Leave of absence is limited to a maximum of 2 months
  - Beyond the leave of absence, the PRO Group may terminate your membership
- Meetings**
  - Members will arrive on time for meetings
  - Informal networking and breakfast begins at 7:00AM
  - The formal meeting begins at 7:20AM
  - During the formal meeting, members will give each speaker the courtesy of their attention and minimize side discussions
  - Breakfast meetings will end at 8:30AM
- Business card file**
  - You will leave business cards for your primary business in the card file and ensure that it is topped up

Acceptance by Member: \_\_\_\_\_